

1. The first step is to identify the problem or question that needs to be addressed. This involves understanding the context and the specific requirements of the task.

2. The second step is to gather relevant information and resources. This may involve researching existing solutions, consulting with experts, or collecting data.

3. The third step is to analyze the information and identify the key factors that influence the outcome. This involves breaking down the problem into smaller, more manageable parts.

4. The fourth step is to develop a plan or strategy to address the problem. This involves determining the steps that need to be taken and the resources that will be required.

5. The fifth step is to implement the plan and monitor the progress. This involves putting the plan into action and regularly checking the results to ensure that the problem is being solved.

6. The sixth step is to evaluate the results and make adjustments as needed. This involves comparing the actual results with the expected results and identifying any areas for improvement.

7. The seventh step is to document the process and results. This involves creating a record of the steps that were taken and the results that were achieved.

8. The eighth step is to communicate the results to the relevant stakeholders. This involves sharing the findings with those who are interested in the problem and the solution.

9. The ninth step is to reflect on the process and learn from the experience. This involves thinking about what worked well and what could be done better next time.

10. The tenth step is to apply the lessons learned to future problems. This involves using the knowledge gained from this experience to solve similar problems in the future.

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Class	Subclass	Date	Examiner

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